## Table of Contents

## Introduction

Step 1. Are you a person who can appeal?	3
Step 2. What can you appeal?	3
Step 3. When can you appeal?	6
Chapter 2 Filing the Notice of Appeal	
Step 4. How does the appellant prepare the Notice of Appeal?	8
Chapter 3 Preparing the Record	
Step 5. Getting the reporter's transcript	10
Step 6. The clerk's transcript	12
Option 6a. Having the superior court prepare the clerk's transcript	13
Option 6b. Preparing an appellant's appendix	15
Option 6c. Using the superior court file	17
Record problems	17
Chapter 4 Civil Case Information Statement	
Step 7. Preparing the Civil Case Information Statement	19
Chapter 5 Briefing the Case	
Step 8. Preparing your brief	20
Appellant's Opening Brief	20
Respondent's Brief	24
Appellant's Reply Brief	25
Considerations That Apply to All Briefs	26
Chapter 6 Other Things You Should Know	
Abandonment, Settlement and Dismissal	28
Motions	28
Chapter 7 Post-Briefing	
Step 9. Asking for oral argument	32
Step 10. Petitioning for rehearing	32
Step 11. Review in the California Supreme Court	33
Step 12 Issuance of the remittitur	34

## **Instructions and Forms**

Glossary (Definitions of Terms)	35
Timeline	41
Bibliography	42
List of Courts and Public Law Libraries	43
Citing Your Sources of Information	46
Notice of Appeal Instructions	48
Notice of Appeal Sample Form	49
Notice of Entry of Judgment	51
Proof of Service Instructions	53
Proof of Service Sample Form	55
Application for Waiver of Court Fees and Costs Instructions	57
Application for Waiver of Court Fees and Costs Sample Form	60
Notice Designating Record on Appeal Instructions	65
Notice Designating Record on Appeal Sample Form	67
Sample Cover for Rule 5.1 Appendix	71
Sample Chronological Index for Rule 5.1 Appendix	73
Sample Alphabetical Index for Rule 5.1 Appendix	75
Civil Case Information Statement Instructions	77
Civil Case Information Statement Sample Form	79
Instructions for Brief	82
Sample Brief	83
Memorandum of Points and Authorities for Motion to Augment Instructions	90
Memorandum of Points and Authorities for Motion to Augment Sample Form	91
Declaration in Support of Motion to Augment Instructions	93
Declaration in Support of Motion to Augment Sample Form	94
Motion to Augment Record on Appeal (Documents Attached) Instructions	96
Motion to Augment Record on Appeal (Documents Attached) Sample Form	98
Motion to Augment Record on Appeal with Clerk's and/or Reporter's	
Transcript (Documents Requested) Instructions	100
Motion to Augment Record on Appeal with Clerk's and/or Reporter's	
Transcript (Documents Requested) Sample Form	102
Application for Extension of Time to File Brief Instructions	104
Application for Extension of Time to File Brief Sample Form	106
Petition for Rehearing Instructions	108
Petition for Rehearing Sample Form	110
Abandonment of Appeal Sample Form	116
Request for Dismissal Sample Form	119